

What is a Word Processor?

Whether you're a student facing a term paper, a business professional with frequent reports to write, or an aspiring novelist, ST Writer can help you beat those deadlines -- with time to spare. No more tedious typing and retyping of drafts; ST Writer lets you edit and reorganize your copy until it's just right.

What exactly can ST Writer do for you? One advantage is that you never have to press the [Return] key to end a line of text while typing -- the program does it for you automatically. Also, you can change all or any incidences of a given word in your text to another word -- for instance, you can instantly change the word "pleased" to "glad" anywhere it appears in your text with just a few keystrokes. ST Writer lets you center text or print it flush against the right margin, and you can print with left and right justification. You can mark a block of text and then delete, copy it, or move it to anywhere else in the text (or to another file!). Made a mistake? Just press the [Undo] key and start fresh! There's lots more, and you'll find out about it by reading this manual.

Quickly and step by step, this guide shows you everything you need to know to use ST Writer. The first section tells you how to load ST Writer into your ATARI ST computer, and presents an overview of the program. The second section gives you a brief text to enter, edit, and print, along with how-to instructions for each step; after printing your first ST Writer document, you'll also learn how to store and retrieve what you write using a disk drive. By working with a longer passage in the third section, you'll learn about the advanced editing, formatting, and printing features of ST Writer. Finally, you'll find a complete, alphabetical Reference Guide to all the features of ST Writer in the back of the guide.

Getting Started

Here's how to load your ST Writer word processing program into your Atari ST computer.

1. With your computer turned off, turn on your monitor and disk drive(s). Insert your TOS System Disk, then turn on your computer.
2. When the GEM desktop appears, remove your TOS System Disk and place your ST Writer disk in the drive, or if you have two drives, place the ST Writer disk in the second drive. Open a window for the disk drive by double-clicking on the icon for that drive.

3. Run ST Writer by clicking twice on the icon (or text filename) labelled STWRITER.PRG.

Note: You can run ST Writer in any of the ST's three resolutions: low, medium, and high. Low resolution gives you 22 lines and 40 columns; with medium and high resolutions you get 22 lines and 80 columns. Also, using high resolution gives you the option of 37 screen lines.

Simply use the GEM desktop to set the resolution you desire before running ST Writer. You may also wish to change the default screen colors and key repeat rate from the desktop before running ST Writer, since you cannot change these once ST Writer is running.

What's on the menu?

Take a minute now to look over the selections available and see what you can use each one for. While working with ST Writer, you can return to this menu at any time by pressing the [Esc] key in the upper left corner of your computer keyboard.

CREATE File - Start writing a new text file.

DELETE File - Erase a file that you've stored on diskette.

EDIT File - Revise a file that you've just printed or loaded from diskette.

FORMAT Disk - Format a data diskette for storing text files you write with ST Writer.

INDEX of Files - Call up a listing of the text files on a diskette.

HIRES Flip-flop (high res only) - switch high res display between 22 lines and 37 lines.

LOAD File - Load a file from diskette into your computer.

PRINT File - Print a text file on the printer, the screen, or to a disk file.

SAVE File - Save a file on diskette.

RECEIVE File from 850 - Receive file transmitted from 8-bit Atari Computer using Atari 850 Interface Module.

TRANSFORM Colors - reverse screen colors -- black to white and vice-versa.

QUIT - Stop using ST Writer and exit to the desktop.

Talking to ST Writer...and making it run.

With the ST Writer menu on the screen, type C for Create File. Take a few minutes to become familiar with the edit screen that now appears.

The small flashing rectangle (or square) near the upper left corner of the screen is the cursor. It shows you where you are on the screen while you're working with ST Writer -- whether you're writing, editing, or responding to the prompts and questions that appear in the Message Window at the bottom of your screen.

Many of the questions that ST Writer asks you require a yes or no

response. You can answer by typing Y or N.

If ST Writer finds a mistake in an entry or command, or detects a problem in your computer system, it displays an error message in the Message Window. In most cases when you see an error message, you must press a key before continuing.

In this guide you'll find several instructions such as "press [control P]" or "press [Shift Tab]." To execute these keystroke combinations, hold down the first key while typing the second. You may already be familiar with this technique; if not, you'll soon get the hang of it.

Clean copy in minutes

When they first learn to use a word processing system, many people want to tell their friends about it. So here's a letter for you to type, edit, and print that won't just teach you about ST Writer -- you can also use the finished copy to show a friend what a fine word processor you are using.

But first, a couple of features of ST Writer that you'll need to understand to type your letter.

With ST Writer you don't use the Return key on your computer keyboard the way you do on a conventional typewriter. When you're typing a word that will overflow the right margin of the screen, ST Writer automatically moves the cursor -- and the word -- to the beginning of the next line. Press [Return] (or [Enter]) at the end of each paragraph, or to insert blank lines in what you're writing. ST Writer inserts an inverse video "less-than" sign (<) (colored red in low and medium res) at that point to show the [Return] and moves the cursor to the left margin of the next screen line.

To mark the beginning of a paragraph, press [Control P]. ST Writer displays an inverse video (red in low and medium res) letter P at that point on the screen.

Now you're ready to go. Select Create File from the ST Writer menu, if you haven't already. The display switches to the editing screen. For now, ignore the Print Formatting Block at the top of the screen. Just enter today's date on the first line, fill in the name of the person you want to write to after the word "Dear," and type away. And don't worry about typos -- you'll be able to fix them in a jiffy when you edit with ST Writer.

Today's date [Return]

[Return]

[Return]

Dear[Return]

[Return]

[Control P] As you can see, I'm not writing this letter on my old typewriter. Instead, I'm breaking in my new

ST Writer word processing program, composing and editing on my monitor screen. When I've finished writing, I can print a copy -- or dozens of copies -- just by pressing a few keys on my computer console.
[Return]

[Control P] And no more typos -- or at least, no more retyping to get rid of them. I can easily delete or change letters, words, sentences, or paragraphs. Or say I use a word or phrase several times in a piece of writing, and decide later that I want to change it. I can have the computer automatically search out every use of it and substitute something different.
[Return]

[Control P] ST Writer will print the things I write just about any way I want. I can vary the margins, indent paragraphs or blocks of text, and change line spacing just as with a typewriter, but more easily. I can also print pages with justified right margins.
[Return]

Now add a paragraph of your own if you like, preceded by [Control P] and followed by [Return]; then add a closing and press [Return] again.

Quick editing with ST Writer

Now that you've created your first text file, you can go back and fix any mistakes you made. And if you want to rephrase anything to make it more your style -- by all means!

No need to return to the ST Writer menu and select Edit File; you can edit a text file while still in the Create File mode (select Edit File to revise a text file that you've retrieved from diskette, as explained in "To load a text file").

While editing, you'll probably want to move the cursor quickly around the screen from one problem area to the next. Refer to your Quick Reference Guide (see file QUIKREF) for the Cursor movement controls you can use to do this.

To start editing at the top of your letter, for example, press [Shift F1] to move to the top of your file. F1 is the first key in the row of ten function keys at the top of your keyboard. Now you can use [down arrow] to scan quickly through what you've typed, and [left arrow] and [right arrow] to move the cursor to anything you want to change or correct. When you reach the last line of text on the screen, just keep moving the cursor down -- the text will scroll up to show more of what you've written. You can also page through your text file, up or down, by pressing [Shift up arrow] or [Shift down arrow]. Press [Shift F2], [Control A], or [Control (left arrow)] to move to the beginning of a line, and F2, [Control Z], or [Control (right arrow)] to move to the end of a line. To move instantly to the end of a file, press F1.

To correct a typo or replace a word or phrase, you first must delete

the wrong characters or words. Refer to the Delete text commands in your Quick Reference Guide.

After deleting what you want, just type in your correction or change. ST Writer automatically makes room for as much new material as you want to add. To insert a whole new sentence, paragraph, or more, just position the cursor where you want to add text and type in the new material.

Whenever you delete a line or block of text, the last line or block deleted is retained in the failsafe text buffer of your computer. To restore the deleted text, press [Undo] to insert the deleted text at the current cursor position.

From screen to paper

You're now ready to print your clean, edited letter. Make sure that your printer is properly connected to your computer and turned on. Press [Esc] to return to the ST Writer menu, and select Print File by pressing [P].

Then press [Return] three times at the three prompts with which ST Writer presents you -- they will be discussed in detail later in this manual. Next ST Writer looks for a printer configuration file on your disk (see Printer Configuration File in Reference Guide). Now ST Writer formats, then prints your letter. To halt printing at any time, press the [Esc] key (or [Control S] to pause) on your computer keyboard.

You may have to experiment a bit, adjusting the paper in your printer before printing your files, to get the correct top margin on your printed pages. The top margin on your letter should be about one inch.

How much can you write with ST Writer?

You can enter about 180,000 (more or less depending on system) characters, or bytes, in ST Writer's text editor. While editing or creating a file, the amount of remaining free memory appears constantly in the Message Window. The free edit space is shown in bytes. A byte is roughly equivalent to one typed character. You can figure on about 1500 bytes for each standard double-spaced page. It's a good idea to leave yourself an adequate margin of free memory in every file you write, just in case you want to add to a file later on.

When your computer is close to running out of free memory, the message "WARNING - memory low" (at 500 bytes left) or "!!!WARNING!!! Almost out of memory" (at 200 bytes left) appears in the Message Window. When this happens, it's a good idea to stop writing and save what you've written -- you'll need a margin of free memory if you decide to revise or add to the file later on. After saving the text, start a new file to continue the document you're working on.

To save a text file

Here's the procedure for saving a text file. Try it now with the letter you've written about ST Writer.

First return to the ST Writer menu and select Save File by pressing [S]. ST Writer prompts you to enter the Save filename.

Insert a formatted diskette (if your disk isn't formatted, you can have ST Writer format it for you -- see Format Disk in the Reference Guide). Then type a filename or Path name for your text file. Filenames may be up to eight characters in length, optionally followed by a period and an extender of up to three characters (e.g. STWRITER or STWRITER.LET). A path name indicates the name of a folder that is to contain the file, as well as the file name, separated by a slash (e.g. LETTERS\STWRITER). See Path name in the Reference Guide for further information. All alphanumeric characters (A-Z, a-z, and 0-9), except a space, and punctuation can be used in ST Writer filenames. If you enter lower case letters, they will be converted to upper case. After entering the filename, press [RETURN].

If while saving a file ST Writer finds that there's not enough space on your diskette to accommodate the file, the program gives you the message Disk is full. Press any letter to return to the main menu and try another disk -- format one if necessary.

If you want to lock (prevent overwriting) a text file that you've saved to diskette, see Locking files in the Reference Guide.

It's always a good idea to make a backup copy of every diskette you store files on -- just so you'll have a duplicate in the event that something happens to your original diskette.

Long documents -- anything that will more than fill your computer's memory -- must be created and saved in segments, with each segment assigned a different filename. This is where the filename extender comes in handy. You can tie together the various segments of a long piece of writing by giving them all a common filename, and use the extender for each to keep track of their proper order. As you saved each segment of a document named REPORT, for example, you could name successive segments REPORT.1, REPORT.2 and so forth. You can easily print the various segments of such a document in any order you wish; see Chaining print files in the Reference Guide.

To load a text file

Using ST Writer to load a text file from a disk drive into your computer's memory is much like saving a file. You just move the file in the opposite direction. Here's the procedure; try it now with your letter about ST Writer.

Though you've just saved the letter, it also remains in your computer's memory. To load it back in from your disk drive, first return to the ST Writer menu and select Create File by pressing [C]. ST Writer asks, Erase file in memory, Y/N? Type Y. ST Writer erases the letter from your computer's memory and presents you with an empty edit screen.

Now return to the menu (press [Esc]) and select Load File by pressing L, at which point ST Writer asks, Load File:. Insert the data diskette that contains the file you want to load and type the complete filename or path name for that file and press [Return].

If while loading a file ST Writer overflows your computer's free memory, the loading process is halted and the message Buffer full, file not loaded appears on your screen. That part of the file that was loaded prior to this message is erased from memory.

A word processing wonderland

To show you more of what you can do with ST Writer, this section gives you another text file to type, edit, format, and print. You may recognize it.

Go to the menu and select Create File. If there's a file in your computer's memory, ST Writer asks, Erase File in Memory, Y/N? Type Y to erase the file from your computer's memory.

Again, ignore the Print Formatting Block at the top of your screen for now -- you can experiment with various formats after you've typed and edited the text file. Just type the passage below (from Alice in Wonderland) as it appears, but do not type the paragraph numbers in the left margin -- they're for ease of reference during the editing you'll do later on. Before you begin typing, here's a tip and a reminder.

To begin underlining some text, press [Shift F3], which inserts an underline character. To turn underlining off, press [Shift F3] again to insert another underline character. All text between pairs of underline characters, including spaces between words, will be underlined. You can underline as you type, or return to a document after it's typed to underline passages.

Don't forget to mark the beginning of each paragraph by pressing [Control P], and the end of each paragraph by pressing [Return].

1 "Why," said the Dodo, "the best way to explain it is to do it."
(And, as you might like to try the thing yourself, some winter day, I will tell you how the Dodo managed it.)

2 First it marked out a race-course, in a sort of circle, ("the exact shape doesn't matter," it said,) and then all the party were placed along the course, here and there. There was no "One, two, three, and away!" but they began running when they liked, and left off when they liked, so that it was not easy to know when the race was over. However, when they had been running half-an-hour or so, and were quite dry again, the Dodo suddenly called out, "The race is over!" and they all crowded round it, panting, and asking, "But who has won?"

3 This question the Dodo could not answer without a great deal of thought, and it stood for a long time with one finger pressed upon its forehead, (the position in which you usually see Shakespeare, in the pictures of him), while the rest waited in silence. At last the Dodo

said, "Everybody has won, and all must have prizes."

4 "But who is to give the prizes?" quite a chorus of voices asked.

5 "Why, she, of course," said the Dodo, pointing to Edith with one finger; and the whole party at once crowded round her, calling out, in a confused way, "Prizes! Prizes!"

6 "But she must have a prize herself, you know," said the Mouse.

7 Edith had no idea what to do, and in despair she put her hand in her pocket, and pulled out a box of comfits (luckily the salt water had not got into it), and handed them round as prizes. There was exactly one a-piece, all round.

8 "Of course," the Dodo replied very gravely. "What else have you got in your pocket?" it went on, turning to Edith.

9 "Only a thimble," said Edith sadly.

10 "Hand it over here," said the Dodo.

11 Edith thought it rather absurd to give away her thimble just so the Dodo could give it back to her. But she handed it over, just to humor the old bird.

12 Then they all crowded round her once more, while the Dodo solemnly presented the thimble, saying, "We beg your acceptance of this elegant thimble"; and, when it had finished this short speech, they all cheered.

Advanced editing with ST Writer

If you recognized the passage you just typed -- it's from Lewis Carroll's whimsical Alice in Wonderland -- you may be aware that it contains some errors. Here are some ST Writer techniques for putting it in order. Each of these major functions is also highlighted in your Quick Reference Guide.

Deleting blocks of text

With ST Writer you can delete a long passage from a piece of writing without having to erase it letter by letter or line by line. In your passage from Alice in Wonderland, for example, paragraph 11 doesn't belong there and should be deleted.

To delete a block of text you must first place markers at the beginning and end of the text to be deleted. First position the cursor under the first character of the passage you want to delete -- in this case, under the paragraph marker before "Edith thought it..." -- and press [Shift F5]. ST Writer inserts an inverse quotation mark at that point on the screen.

Next, move the cursor down to the end of what you want to delete -- in

this case, under the paragraph marker at the beginning of paragraph 12 (in order to include the [Return] symbol at the end of the passage you want to delete) -- and press [Shift F5] again. ST Writer places another inverse quote mark at that point.

To erase the text block, press F5. The block will be erased without any prompts. However, if you change your mind about deleting the block, you can bring it back simply by pressing the [Undo] key. In fact, you can insert the deleted block anywhere in your text by moving the cursor to the desired location, then pressing [Undo].

Each time you delete a line or block of text, a failsafe text buffer (a temporary holding section of memory) is reinitialized and the deleted text is placed in the buffer, and remains there until the next deletion. The failsafe buffer holds about 20,000 characters. If a block is too large for the buffer, the prompt Too large for Cut Buffer, cut anyway? appears. Pressing Y will delete the block without saving it in the buffer.

Moving blocks of text

There's also a paragraph in your passage that's out of place -- the Mouse's remark in paragraph 6 should follow paragraph 7. To put things in order, you don't have to delete the out-of-place paragraph and retype it where it should be. ST Writer will move a block of text for you.

The procedure for moving a block of text is much like that for deleting a block of text. Press [Shift F5] at the beginning of what you want to move and again at the end. ST Writer places an inverse quotation mark at each point.

Finally, place the cursor where you want to reposition the text to be moved -- in this case, under the paragraph marker that begins paragraph 8 -- and press [Shift Insert]. ST Writer deletes the specified text block from its old place and inserts it where it belongs.

Search and replace with ST Writer

In your passage from Alice in Wonderland, the girl who hands out the prizes is of course not Edith, but Alice herself. But with ST Writer, you don't have to go back and change each use of Edith to Alice. ST Writer will search out and replace any specified string wherever it appears in a text file.

To use this search-and-replace function, first position the cursor at the top of your file (a quick way is to press [Shift F1]), then press [Shift F7]. When ST Writer prompts you to enter the Replace <ESC>: string, type in the word Edith and press [Esc]. Using the [Esc] key to terminate search strings allows you to search for strings that include the [Return] character. This is the text for which ST Writer must search.

Next ST Writer prompts you to enter the text you want to substitute for the search string with the prompt With <ESC>:. Type in the word Alice,

then press [Esc]. ST Writer now searches the entire text for the word Edith, and replaces it with the word Alice wherever it occurs.

This is known as a global unqueried search-and-replace, which means that all occurrences of the search phrase are replaced without further prompting. ST Writer can also perform a case-by-case replacement operation, in which you are prompted to confirm each substitution. Press F7 to perform a query search-and-replace operation.

Notes on search-and-replace

When you enter a word or phrase to be searched for, you must type it exactly as it appears in your text file. When the string is a single short word, like son, that might appear in your file as part of longer words, it's a good idea to type in blank spaces before and after it. If you do this, however, be sure to include the same blank spaces before and after the phrase you're substituting for the search string; and keep in mind that ST Writer will not recognize occurrences of such a search string that are immediately preceded or followed by punctuation marks.

You can also use the search-and-replace function as a search-and-delete tool. To do this, simply press [Esc] when ST Writer asks for a replacement string. ST Writer will delete the search string and close up the resulting blank space, whether you proceed with a case-by-case or global search.

Getting your text files in shape

With ST Writer you can print what you write in just about any shape you want by using a variety of formatting commands. Some of these commands, entered in the Print Formatting Block at the top of your screen, control the overall formatting of your text file. Others, entered within your text file while you're creating or editing it, are used to specify variations from the overall format. Others still are used to specify some special formatting features of ST Writer.

In the next several pages, you'll find instructions for using all the formatting commands, along with some suggestions for using most of them to shape up your passage from Alice in Wonderland. The formatting commands are also outlined in your Quick Reference Guide.

Print Preview

As you experiment with various formatting commands, you might wish to observe the results of these commands on the final printed form of your text without waiting for an actual printout. You can preview your final document on the monitor screen by printing the text to the screen instead of paper. To do this, press [Esc], if necessary, to return to the ST Writer menu, then select Print File. You are prompted Print to Printer, Disk, or Screen? Type S, press [Return] twice, and your text will be printed to the screen exactly the way you've formatted it. Stop and start the scrolling text by pressing [Control S] to stop and any key to restart, or escape to the menu by pressing [Esc].

Overall file formatting

By now the Print Formatting Block at the top of a text file should be a familiar sight. Each of the inverse video (colored in low and medium res) letters in it represents a command that will affect the overall formatting of the file. The number to the right of each letter is the formatting value for that command.

Shown below -- and in the Print Formatting Block each time you begin a new file -- are the default values for overall formatting. ST Writer will use these values to format your file unless, of course, you change them.

To set your own formatting values, just move the cursor into the Print Formatting Block (pressing [Shift F1] is the quickest way), delete the number displayed for the value you want to change, and type in the new value. Try reformatting your passage from Alice in Wonderland to some new values, as suggested on the next two pages, or to values of your own choice.

B12 Bottom margin: 12 half-lines, or 1 inch

D4 Paragraph spacing: 4 blank half-lines (double spacing) between paragraphs

G0 Print style: 10 characters per inch (CPI)

I5 Paragraph indentation: 5 spaces from left margin

J0 Justified right margin: OFF

L10 Left margin: 10 spaces from left edge of page

R70 Right margin: 70 spaces from left edge of page

S2 Line spacing: 2 half-lines, or single spacing

T12 Top margin: 12 half-lines, or 1 inch

Y132 Page length: 132 half-lines, or 11 inches

Line spacing, S, is set in terms of half-lines. For double-spaced printing, delete 2 and type in 4. For triple spacing, set this value at 6. Only even numbers can be used.

Paragraph spacing, D, is set in terms of blank half-lines between paragraphs. For single spacing between paragraphs, delete 4 and type in 2. Only even numbers can be used.

Paragraph indentation, I, is measured in character spaces from the left margin. For more or less indentation than the default value of 5 spaces, delete the 5 and type in the value you want. For block-style paragraphs, without any indentation of the first line, enter the number

0 (and make sure that your paragraph spacing is greater than your line spacing).

Top and bottom margins, T and B, are measured from the top and bottom, respectively of each page. So, to change them both from one inch (12 half-lines) to one and a half inches, set them at 18 instead of 12. Only even numbers can be used.

Left and right margins, L and R, on the other hand, are both measured from the left edge of the page. For wider margins, try substituting 15 for 10 as the value for L, and 65 for 70 as the value for R.

You'll probably want to experiment a bit to find the left and right margins you prefer, depending on the print style you select (see below) and the kind of printer you have. ST Writer will accept values 1 through 130 for the left margin and 2 through 132 for the right margin. If you have a 40-column printer, be sure to set your right margin within the range of 2 through 40.

The justified right margins command, J, works like a simple On/Off switch. The default value of 0 gives you nonjustified (ragged) right margins. For justified right margins, delete the 0 after the J and type in 1.

Page length, Y, does not determine the number of lines printed on a page (that's set by your top and bottom margins). Rather, ST Writer uses the page length setting to determine where the next printed page will begin. Keep your page length set at 132 for 8 1/2 by 11-inch paper. 132 is ST Writer's maximum page length. Only even numbers can be used.

To print out a text file continuously, without page breaks, set your top and bottom margins to 0.

In print styles, G, also known as fonts, your choices depend on what kind of printer you have.

The default print style of ST Writer is 10 CPI, represented by the 0 next to the G in the Print Formatting Block. To format for condensed print, delete the 0 and type in 2; for italics, type in 4.

Although the print styles you select are not represented as such on your screen in print preview, the number of characters displayed per line is normally the same as it will be in your printed file.

For double-column printing, you must enter formatting commands and values for the margins of the second (right-hand) column of print. Enter these commands and values at the top of your text file to format the entire file for double-column printing -- just insert them as if you were adding text at the beginning of the line just below the Print Formatting Block. To set the left margin for the second column, press [Control M], then type the number of the margin setting you want (measured in character spaces from the left edge of the page). To set the right margin for the second column, press [Control N] and type the number of the setting you want.

Of course, you may also have to adjust your settings for L and R, which control the margins for the first (left-hand) column of print in double column printing. Always be sure that your first-column right margin and second-column left margin do not overlap.

Formatting variations within a file

You can specify variations in the format wherever you want within a file by entering commands directly in your text. In addition, ST Writer offers a number of special formatting features; for these, too, you enter commands directly in your text.

You can enter these commands singly or in combination, when creating or editing a text file. For best results, enter new format commands on a separate line (that is, don't type text on the same line), type a space after the numeric value for each command, and press [Return] to start subsequent text on a new line. Note: the one exception to this case is Print style, ([Control G]), with which you can include text on the same line. For example, you can italicize a single word on a line.

To specify variations from the overall formatting values displayed in the Print Formatting Block, use the commands shown below, followed by the new value. ST Writer displays the appropriate letter (in inverse video) and number wherever you enter one of these commands. (These letters and numbers will not appear on your printed pages.)

Bottom margin [Control B]

Double-column printing:

2nd-column left margin [Control M]

2nd-column right margin [Control N]

Justified right margins [Control J]

Left margin [Control L]

Line spacing [Control S]

Paragraph indentation [Control I]

Paragraph spacing [Control D]

Print style(font) [Control G]

Right margin [Control R]

Top margin [Control T]

At the end of the portion of text that you want varied from the overall format, use the same commands to re-enter the original overall formatting value -- or whatever new value you want for the text that follows.

The special formatting features of ST Writer also require you to enter

commands directly in your text. Again, you can enter these commands singly or in combination with other formatting commands, while creating or editing a file. ST Writer displays the appropriate letter or letters in inverse video wherever you enter one of these commands.

Elongated print

With some printers, including the ATARI SMM 804 Dot Matrix Printer, ST Writer enables you to print text in elongated characters, which are twice normal width. Any print style can be elongated. Note: for best results when printing elongated text, reset the right margin to half the normal text value (e.g. if using a right margin of 70, with the cursor at the left margin press [Control R] and type 35, then press [Return], then type the text to be elongated). Don't forget to reset the normal right margin value after returning to normal print.

To format a portion of text for elongated print, press [Shift F9] at the beginning of that portion of text and [Shift F9] again at the end.

If you like, try this feature in combination with the next feature described to add a striking title to your passage from Alice in Wonderland.

When you examine a formatted text file in print preview, elongated characters are displayed as normal. But keep in mind that when printed they'll be twice as wide as normal, so anything more than half a line of text that you format for elongated print will run over to the next line.

Centering text

To center lines of text -- a useful option for titles and headings -- press [Control C] at the beginning of each line to be centered. At the end of the line, press [Return]. (If you decide to center a line while editing, don't forget to insert a [Return], if necessary, at the end of the line.)

If you like, add a centered title in elongated print at the top of your passage from Alice in Wonderland -- something like:

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[Control C][Shift F9] Alice Gets a Surprise [Return]  
[Control C] For Her Prize [Shift F9] [Return]
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Always be sure that no line of text to be centered exceeds the overall line length determined by the left and right margins that you set.

Blocking text right

To have a line of text print out flush with the right margin of the page, press [Control C] twice in succession at the beginning of the line to be blocked. Each line to be blocked right must be ended with a [Return].

If you like, try this out by adding something like this at the end of your passage from Alice in Wonderland:

[Control C][Control C] -- from Alice in Wonderland [Return]

[Control C][Control C] by Lewis Carroll [Return]

Always be sure that no line of text to be blocked right exceeds your overall page margins.

Headers, footers, and page numbering

A header is a line or two of text that is printed at the top of every page of your final printed output. A footer appears on the bottom of each page. If you want, ST Writer will place headers or footers of one or two lines on each page of your printed text files. By using a page numbering command in combination with a header or footer command, you can also have ST Writer number your printed pages.

To specify a header, press [Control H], then type the text of the header and press [Return]. Enter [Control H], then the text and a [Return] for each separate line of a two-line header.

To specify a footer, press [Control F], then type the text of the footer and press [Return]. Enter [Control F], then the text and a [Return] for each separate line of a two-line footer.

Headers appear two half-lines below the top of the page, and footers two half-lines above the bottom of the page. By default, they're aligned to the left margin of the printed page; however, you can also have them centered or blocked right (aligned with the right margin) by entering a center text command ([Control C]) or block text right command ([Control C][Control C]) just before your header or footer commands and text (and on the same screen line). If you want your headers or footers printed in elongated print, enter a [Shift F9] before and after each header or footer entry.

If you want headers or footers on every page of your text file, beginning with the first page, enter the appropriate commands and text at the beginning of your file on the screen line or lines just below the formatting commands and values displayed on the first line.

If you want headers or footers to begin on a page other than the first page, or if you want to change the text of a header or footer within the file -- say, for a multisection document where you want headers or footers that match each section -- you can enter the appropriate commands and text within the file. In this case, however, be sure to enter the commands and text (preceded if you like by elongated print and center text or block text right commands) as the only material on a screen line.

No header or footer text line should exceed the overall page margins that you've set (and remember that elongated print is twice as wide as normal). Any header or footer text that exceeds your page margins will be dropped when ST Writer formats and prints your file.

To number your printed pages, type the @ symbol ([Shift 2]) at that

point in your header or footer text where you want page numbers to appear. ST Writer displays a @ symbol to show you where your page numbers will be printed. If you want page numbers only, just enter @ as your entire header or footer text.

By default, ST Writer numbers the page where a page numbering command is entered as 1, and subsequent pages in order. To specify a different starting page number -- a useful option when you're combining separate text files into a larger document -- press [Control Q] after the [Return] that concludes your header or footer text, then enter the starting page number you want. ST Writer accepts starting page numbers of 1 through 999.

To add a blocked right header with a page number to each page of your passage from Alice in Wonderland, enter this at the beginning of your text file:

```
[Control C][Control C][Control H] ST Writer Exercise - @ [Return]
```

Indexing and deleting text files

There are two more selections on the ST Writer menu that can help you manage your text files: Index of Files and Delete File.

Before trying these options, save your passage from Alice in Wonderland -- it will make for a more interesting index and, along with your letter about ST Writer, will give you a choice of files to delete!

For an index of files on a diskette, insert the diskette into your disk drive. If your system has two drives, use either one. Then select Index Disk Files from the ST Writer menu. ST Writer then prompts 'P' to printer, 'S' to screen: S -- press [Return] to accept the default (screen print), or P to send the index to your printer. Next ST Writer prompts you for a Path name: and prints the specifier for the current drive, that is, the drive from which you loaded ST Writer (or from which you last obtained a directory). For instance, if you loaded ST Writer from drive A:, you're prompted Path name: A:. You can change the drive specifier by pressing [Backspace] a few times and entering the new specifier. If you want a directory of a specific folder on your disk, enter the drive specifier, then a reverse slash (\), then the name of that folder. Then press [Return], at which time ST Writer displays a list of files and folders on the diskette. Folders and files created with ST Writer will be indicated as such in the listing. Also shown is the number of bytes occupied by each file; any file that you've locked (using the GEM desktop) is noted with an asterisk (see Diskette Management in the Reference Guide).

When there are more than 21 files on a diskette, ST Writer scrolls your directory upward on your screen to show you every entry. To halt this scrolling, press any key; press any key again to restart the scrolling.

For a printed directory, simply type P at the first prompt, and make sure your printer is connected and turned on.

To delete a file on diskette, you follow much the same procedure as when you save or load a file to or from diskette. First make sure that the diskette containing the file that you want to delete is in your disk drive, then return to the ST Writer menu and select Delete File. When ST Writer prompts you to enter the File to be deleted:, type in the drive specifier followed by a colon and the filename and extender of the file you want to delete, and press [Return]. As a precaution, ST Writer prompts Type 'Y' to delete file:. When you respond by typing Y, ST Writer erases the specified file from your diskette.

Some further features of ST Writer

Like Alice, the Dodo, and the Mouse, you've probably now been "running half-an-hour or so" at least with ST Writer -- but don't stop yet! Briefly described, here are a few additional features of ST Writer. You can find complete instructions for using each one in the Reference Guide.

Chaining print files. If you have a disk drive, this feature allows you to chain text files together in any order to be printed as if they were one file.

Duplicating text. This feature enables you to take a word, sentence, or more from one part of a text file and duplicate it wherever else you want within the same file.

Format disk. You can use this selection from the ST Writer menu to prepare a blank diskette for storing your text files.

Form printing. Especially handy for business or form letters, this feature lets you leave blanks in a text file -- for names and addresses, account numbers, and the like -- and fill them in with specifics each time ST Writer prints the file.

Merging text files. This feature allows you to merge a text file on disk together with the file currently in your computer's memory.

Page eject. Basically a formatting command, this feature enables you to halt printing on a given page and space to the top of the next page before resuming printing. It can be useful when you're formatting and printing a multisection document where you want each section to begin on a fresh page.

Page wait. Also a formatting command, this feature allows you to print your text files on individual sheets of paper -- a convenient option when you want to do your printing on bond, letterhead, or your personal stationery.

Printer controls. You can send special decimal-code commands to your printer by entering them directly in your text files -- a useful option if you have a printer that ST Writer does not support, and do not have a printer driver.

Section headings. Use this feature to number section and subsection

headings in the body of a text file.

Subscripts and superscripts. Especially useful when you're writing about mathematical or chemical formulas or including footnote numbers in your text, subscripts and superscripts can easily be included in your printed text files.

Tabs. With ST Writer you can set and use Tab stops much as you do with a conventional typewriter. Tab stops can be especially useful when you're setting up columns or tables in a text file.

ST WRITER REFERENCE GUIDE

BLOCK TEXT RIGHT. To block right, or print a line of text flush with the right margin of the printed page, press [Control C] twice in succession before typing the line, and [Return] at the end of the line. When editing, insert [Control C] twice at the beginning of each line to be blocked right, and be sure that each such line ends with [Return]. Always be sure, also, that no line of text to be blocked right exceeds your overall page margins.

CAPITALIZATION. See Upper and lowercase characters.

CENTER TEXT. To center a line of text, press [Control C] before typing the line, and [Return] at the end of the line. When editing, insert a [Control C] at the beginning of each line to be centered, and be sure that each such line ends with [Return]. Always be sure, also, that no line of text to be centered exceeds your overall page margins.

CHAINING PRINT FILES. You can use this feature to tie together any number of files, in any order that you wish, to be printed as if they were one file. This is especially useful when you want to print a long document that you've written and saved in segments with distinctive filenames or extenders.

Here's how to chain two files named REPORT.001 and REPORT.002, for example. While writing or editing REPORT.001, position the cursor at the end of the file and press [Control V]. Then type REPORT.002 (include the drive specifier, if necessary, before the filename) and press [Return]. It does not matter whether you enter the filename or specifier in upper or lower case. While printing these chained files, ST Writer would display the message CHAINING REPORT.002 as it finished with REPORT.001 and proceeded to find and format REPORT.002 prior to printing it. After printing, the first file is reloaded from disk.

Each file in a chain will be formatted according to the formatting commands and values within it. So if you want consistent overall formatting throughout a chain of files, be sure that the values in the Print Formatting Block are the same in every file. A header or footer entered in the first file in a chain will be carried through subsequent files -- unless, of course, you modify it -- and a page numbering command entered in the first file will give you consecutively numbered pages throughout the chain.

Note: You cannot load a file, edit it, then print it out while chaining to another file -- if you try, the message Cannot chain appears after the first file is printed. In order to chain properly, save the first file before printing it out. This is because when you load a file and then edit it, ST Writer will not let you load another file without verifying that you want to erase the existing text.

CONDENSED PRINT. See Print styles (fonts).

CREATE FILE. Select this from the ST Writer menu to begin writing a new text file. While in the Create File mode, you can write, edit, rewrite, and enter or change formatting commands. Each time you select

Create File, ST Writer refreshes the default values for formatting in the Print Formatting Block at the top of your monitor screen.

DEFAULT VALUES. Each time you select Create File, ST Writer refreshes the default values for formatting in the Print Formatting Block at the top of your monitor screen. ST Writer will format your entire file according to these values unless you change them, or modify them by entering the appropriate formatting commands and values within the body of the file. Here are the default values:

B12 Bottom margin, 12 half-lines (1 inch)

D4 Paragraph spacing, 4 blank half-lines (double spacing)

G0 Print style, 10 characters per inch

I5 Paragraph indentation, 5 spaces from left margin

J0 Justified right margins OFF

L10 Left margin, 10 spaces from left edge of page

R70 Right margin, 70 spaces from left edge of page

S2 Line spacing, 2 half-lines (single spacing)

T12 Top margin, 12 half-lines (1 inch)

Y132 Page length, 132 half-lines (11 inches)

ST Writer also defaults to a starting page number of 1 when you enter a page numbering or print file command -- unless of course you enter a different starting page number.

DELETE FILE. To delete a file from diskette, select Delete File from the ST Writer menu by pressing D. Then enter the Path name of the file (see Path name) to delete. As a precaution, ST Writer prompts Type 'Y' to delete file; Type Y to erase the file. You cannot delete a locked file from the disk -- if you try, ST Writer will give you the message Unable to delete file.

DELETE TEXT. See your Quick Reference Guide for the keystrokes used to delete text. You can delete: a character, line, or portion of a line at a time; all text from the position of the cursor to the end of your text file; a defined block of text, or the entire document.

In case you change your mind about a deletion or delete something by accident, you can press the [Undo] key to restore the last line or block of text (up to about 20,000 characters) that you've deleted; the restored material is inserted at the position of the cursor. Note: exceptions to this are deleted single characters, blocks larger than 20,000 characters (warning message appears), and deletion of the entire text ([Ctrl Home]).

DISKETTE MANAGEMENT. In order to load the ST Writer program into your

Computer, you must first load the TOS operating system from your ATARI TOS System Disk. Consult your 520ST Computer Owner's Manual for further instructions.

Before you can store your ST Writer text files on a data disk, the disk must be formatted -- that is, organized into sectors so that your disk drive can keep track of where information is stored on it. You can format blank diskettes from the GEM desktop (see Owner's Manual). Or use the Format Disk selection from the ST Writer menu to format a blank disk while in the middle of a work session with ST Writer.

For your own peace of mind, always make a backup copy of any disk you store ST Writer files on -- just so you'll have a duplicate in the event that something happens to your original. Your 520ST Owner's Manual also contains further details on this and other disk management functions.

DOUBLE-COLUMN PRINTING. You can format a text file for double-column printing on any printer. To do so, you must enter formatting commands and values of the second (right-hand) column. You can do this either at the beginning of your file -- to print the whole file in double columns -- or at that point in the file where you want double-column printing to begin.

To set the left margin for the second column, press [Control M], then type the number of the setting you want. Then press [Control N] and type the number of the setting you want for the right margin of the column. You may also have to adjust your settings for L and R, which control the margins for the first (left-hand) column of print in double-column printing. Always be sure that your first-column right margin and second-column left margin do not overlap.

When you print to the screen a file that you've formatted for double-column printing, the two columns appear as they will print.

DUPLICATING TEXT. To duplicate a portion of text from one part of a text file to another part of the file, first position the cursor at the beginning of what you want to duplicate and press [Shift F5]. Next, position the cursor at the end of what you want to duplicate and press [Shift F5] again. Finally, position the cursor where you want the text to be duplicated (the cursor must be outside the marked block), and press [Insert]. From this point until you perform another deletion or duplication, the marked block of text is held in a failsafe buffer, and can be inserted anywhere in the document simply by positioning the cursor and pressing the [Undo] key.

You may duplicate a block of text as many times as you like. If you want to duplicate it more than once, however, be careful not to delete anything until you've completed your duplication procedures. A block of text that you duplicate is stored in the failsafe text buffer of your computer, where it will be replaced by the next deletion.

Also keep in mind that the capacity of your failsafe text buffer is about 20,000 characters of text. So if you want to duplicate a block of more than 13 pages or so, do it in segments.

EDIT FILE. Select this option from the ST Writer menu when you want to revise or reformat a text file already in your computer's memory.

ELONGATED PRINT. See Print styles (fonts).

ERROR MESSAGES. When ST Writer finds a mistake in an entry or command that you've given, or detects a problem in your computer system, it displays the appropriate error message in the Message Window at the bottom of your screen. Press any key to continue.

FILENAMES. Filenames may be up to eight characters in length, optionally followed by a period and a three-character extender -- for example, RFGUIDE.OO1. You must give every file a filename in order to save it on a disk. ST Writer uses the same conventions as your TOS operating system for allowable characters in filenames -- letters, numbers, and punctuation are permissible. Lower case letters are converted to upper case in the actual filename.

FONTS. See Print styles.

FOOTERS. See Headers, footers, and page numbering.

FORMAT DISK. In order to store your ST Writer text files, disks must be formatted with TOS. While it's always a good idea to keep an extra formatted diskette on hand, (see Diskette management), you can use the Format Disk selection from the ST Writer menu to format a disk during a work session with ST Writer. Simply insert the diskette you want to format in your disk drive and select Format Disk from the menu by pressing F. The Message Window shows All data will be erased, 'Y' to format. Type Y to continue with the format operation. Type any other letter to return to the SELECT LETTER prompt. After typing Y, type A or B for the drive containing the disk you wish to format. Next you're asked Type of drive (SF354 or SF314):SF354. Note that the default response for a single-sided drive is already supplied, and you need only press [Return] to begin such a format. To format double-sided, if you have an SF314 drive, type SF314 and press [Return] -- the SF354 disappears at the first keypress. At the prompt Enter name for disk: enter in a disk name following filename conventions (up to eight characters with an optional three-character extender), or just press [Return] for no disk name. The message Formatting disk appears and the disk is formatted. If there are any problems (such as the disk being write-protected), the message Unable to format disk. appears. Press any key to return to the SELECT LETTER prompt.

FORMATTING TEXT FILES. How ST Writer formats your text files is controlled by a variety of formatting commands and values entered either in the Print Formatting Block at the top of each file or within the body of the file. Each time you select Create File from the ST Writer menu, the program's default values for formatting are refreshed in the Print Formatting Block, but you can change them or add to them as you wish. You can edit formatting commands and values -- delete or modify them -- just as you can text. See your Quick Reference Guide for a summary of all formatting commands used with ST Writer.

You can examine a formatted text file on your screen prior to printing by using Print to Screen.

FORM PRINTING. (Also called Database Merge.) You can leave blanks in a text file that you want to use as a form, and fill them in -- with names and addresses, account numbers, and the like -- each time you print the file. Wherever you want to leave a blank, press function key F9. An inverse video ? appears at that point on your screen. Press F9 at the desired location for each entry that you'll be filling in.

When ST Writer prints the file, it stops when it encounters each such command and prompts you to MAKE ENTRY?. Type what you want to fill in the blank -- up to 55 characters per blank -- and press [Return]. When you complete each entry, ST Writer continues printing the file.

Alternately, you can supply information for each blank from a text file output by a database management program. See the instructions from compatible database managers for further instructions.

If you're using the hand-entry method and have left a number of blanks, it's a good idea to jot down a list of them, because you won't be able to see the file on your screen when you're prompted to make your entries during printing.

FREE MEMORY. When first creating a file in ST Writer, you start off with approximately 200,000 bytes, or characters, of memory (more or less depending on system) available for your text -- room for over 130 double-spaced pages. This number is reduced if you have any of the accessories such as the Control Panel installed in your desktop. To remove desktop accessories, use the GEM desktop to change resolution with a non-system disk in the default drive, or if you have a monochrome monitor (cannot change resolution), rename the desk accessories on your system disk and reboot the system. ST Writer constantly displays the available memory, expressed in bytes, in the Message Window at the bottom of your screen. One byte equals roughly one typed character, and you can figure on about 1500 bytes for each standard double-spaced page.

In any case, it's a good idea to leave yourself with a margin of free memory with every file you write, just so you'll have some memory to work with if you want to edit (or add to) a file later on. When your computer's memory will accept only about one more screen full of text, ST Writer alerts you by displaying a "memory low" message. When this happens, save the file and start a new file to continue the document you're working on.

HEADERS, FOOTERS, and PAGE NUMBERING. For headers or footers of one or two lines on every page of your printed text file, enter the appropriate commands and text at the beginning of the file, on the screen line or lines just below the formatting commands and values displayed on the first line. To begin headers or footers elsewhere than on the first page, or to change the text of your headers or footers, you can also enter the required commands and text within the file. In this case, however, each header or footer command and line of text (preceded, if you like, by elongated print and center text or

block text right commands) must be the only material entered on a screenline. In either case, be sure that no line of header or footer text exceeds your overall page margins.

To specify a header, press [Control H], then type the text of the header and press [Return]. For a two-line header, enter a [Control H], then the text and a [Return] for each separate line.

To specify a footer, press [Control F], then type the text of the footer and press [Return]. For a two-line footer, enter a [Control F], then the text and a [Return] for each separate line.

For consecutively numbered printed pages, type @ ([Shift 2]) at that point in your header or footer text where you want page numbers to appear (for page numbers only, use the @ symbol as the entire text of your header or footer). ST Writer will number the page where you enter your page numbering command as 1, and subsequent pages in order, unless you specify a different starting page number. To do this, press [Control Q] after the [Return] that concludes your header or footer text, then type in the number of the starting page number you want (from 1 through 999).

Headers or footers appear one full line below or above the top or bottom of your printed pages. By default, ST Writer prints headers, footers, and page numbers in the print style you've formatted for the entire text file, and aligns them to the left margin. If you want them in elongated print, and centered or flush right, enter the appropriate commands just before your header or footer commands.

INDEX OF FILES. For a directory of files on a disk or within a folder, press I from the ST Writer menu. At the prompt 'P' to printer, 'S' to screen: S, press [Return] to accept the default (screen print), or P for a printed index (make sure your printer is ready). Next ST Writer asks for the Path name: -- see Path name for details. When you enter the Path name, ST Writer reads the disk directory and prints it on the indicated device. Also shown are the number of bytes contained in each file. Files generated by ST Writer and folders are indicated as such, and locked files are marked with an asterisk (see Locking files). If you have more than 21 files and folders on your disk, ST Writer scrolls the directory listing upward on your screen to show every entry. To momentarily pause the listing, press any key; press it again to restart the scrolling. At the end of the directory listing, ST Writer again presents you with the printer/screen prompt, in case you wish to index a different disk or folder. To return to the menu, press [Esc].

INSERTING TEXT. To insert text, simply position the cursor where you want and begin typing. ST Writer pushes the text to the right of and below your insertion as far as necessary to accommodate the new text. Use the same procedure to enter formatting commands within a text file that you've already written.

JUSTIFIED RIGHT MARGINS. The justified right margin command works like a simple On/Off switch. The default value of 0, displayed next to the inverse video J in the Print Formatting Block, gives you nonjustified (ragged) right margins. For justified right margins, change this value

to 1. You can change from one to the other within a text file by entering [Control J] and the appropriate value.

LINE SPACING. ST Writer measures line spacing in half-lines. The default value for line spacing is single spacing, represented by the 2 next to the inverse video S in the Print Formatting Block. For double spacing, change this value to 4. To vary line spacing within a document, press [Control S] and type in the appropriate value wherever you want the spacing to change. The new value must be an even number.

When you use [Return]s to create blank lines in a text file, keep in mind that ST Writer inserts blank lines according to the value of S for each such [Return].

LOAD FILE. To load a text file from a disk drive, select Load File from the ST Writer menu by pressing L. At the Load file: prompt, enter the Path name (see Path name) for the file you wish to load. If you've previously loaded or created a text file during the current session, ST Writer first asks, Erase file in memory, Y/N ?. An exception to this happens if you've previously saved the file and did not edit it after the last save -- the new file is simply loaded when you enter its name. If you press Y, the file in memory is erased, whether or not you proceed with the load.

If while loading a file ST Writer finds that your computer's memory is full, Buffer is full, file not loaded appears in your Message Window. That part of the file that's been loaded is erased from memory.

LOCKING FILES. To lock a text file that you've saved to disk, you must return to the GEM desktop (see Quit). Open a window for the drive that contains the file to be locked, and select the file by pointing to its icon (or filename) and clicking the left mouse button once so the icon is highlighted. Then point at the File heading on the Menu Bar, and select the Show Info option.

This is the same Dialog Box you would use to rename the file. To lock the file, select Read-Only, then OK.

If you load a locked text file, revise it with ST Writer, and then try to save it again under the same filename, ST Writer asks, ALREADY EXISTS, 'Y' to replace it. If you type Y (no [Return] necessary) ST Writer gives you the message ERROR trying to open the file. Press any key to return to the Save file: prompt and enter a different name under which to save the file.

MARGINS. ST Writer measures a page from top to bottom in half-lines, and from left to right in character spaces. The default values for page margins are represented in the Print Formatting Block as follows:

T12	B12	L10	R70
Top	Bottom	Left	Right

To change any of these margins for the entire text file, simply delete the value shown and type in your own. You can also change margins within a file; just press [Control] and the appropriate letter, then

type in the value you want. Values for the top and bottom margin must be even numbers.

You may have to experiment a bit, adjusting the paper in your printer, to get the correct top margins on your printed pages. With the default value of 12 for T, your top margins should be one inch.

For a continuous printout of a file, without page breaks, set your top and bottom margins at 0 and delete any headers or footers from the file.

MERGING TEXT. You can merge a file from disk with the file currently in your computer's memory with this command. Keep in mind, though, that when merging files you run the risk of overflowing your computer's free memory.

To merge two files, first position the cursor where you want the merged text to appear in the file currently in your computer's memory. Then press function key [F8]. ST Writer then prompts Load file:, at which you should enter a Path name for the file to be merged (see Path name).

If while merging one file with another ST Writer finds that your computer's free memory is full, a warning message appears in the Message Window, the merge is halted and that portion of the merged file that has loaded is erased.

MOVING TEXT. To move a block of text from one place to another in a text file, position the cursor at the beginning of the passage you want to move and press [Shift F5]. Then move the cursor to the end of the passage and press [Shift F5] again. Next, move the cursor to the point where you want to reposition the passage, and press [Shift Insert].

Remember that you can move only about 20,000 bytes of text (the capacity of your failsafe buffer) at a time. If you want to move a larger block of text, do it in segments.

PAGE EJECT. Use this command when you want ST Writer to halt printing at a given point in a text file and space to the top of the next page before printing is resumed -- for example, in a multisection document where you want each section to begin on a fresh page. To enter this command, position the cursor where you want a page eject to take place and press [Control E].

PAGE LENGTH. When formatting and printing a text file, ST Writer uses this formatting command -- represented by the inverse video Y in the Print Formatting Block -- to determine where the next printed page should begin. Keep your page length set at the default value of 132 (half-lines) for 8 1/2 by 11-inch paper. For a continuous printout of a text file without page breaks, set your top and bottom margins at 0 and delete any headers or footers from the file. Values for page length must be even numbers, and 132 is the maximum value that ST Writer allows.

PAGE NUMBERING. See Headers, footers, and page numbering.

PAGE WAIT. Use this command when you want to print a text file on separate sheets of paper -- for example, on bond, letterhead, or your personal stationery. Enter [Control W] in the Print Formatting Block at the top of your file for a page wait on every page of the file. ST Writer will stop printing at the bottom of each page; after inserting a fresh sheet of paper in your printer, press any key to start printing the next page.

PARAGRAPHS. Mark the beginning of every paragraph by pressing [Control P] -- ST Writer displays an inverse video letter P at that point on your screen. Press [Return] at the end of each paragraph -- ST Writer displays an inverse video 'less than' symbol at that point.

Two formatting commands control how your paragraphs appear when formatted and printed by ST Writer. The default value for paragraph spacing, displayed next to the inverse video D in the Print Formatting Block, is 4 blank half-lines, or double spacing, between paragraphs. To change this value, just delete the 4 and type in the value you want. The default value for paragraph indentation, displayed next to the inverse video I in the Print Formatting Block, is 5 spaces (from the left page margin). For a different paragraph indentation, delete the 5 and substitute the value you want.

To vary paragraph spacing within a new file, press [Control D] and type a new value where you want the spacing to change, then press [Return]. To change paragraph indentation, press [Control I] and enter a new value.

PATH NAME. Path names are used to indicate files held in folders on your disk. See your ATARI 520ST Owner's Manual for a description of folders and how to use them. Path names can be entered at any of ST Writer's prompts for filenames or Path names. A path name is similar to a filename, but may also optionally indicate a folder name (or folder names) in order to tell ST Writer what path to take through your various directories and subdirectories in order to access your file.

Say, for example, that you would like to use a folder named TEXT to hold your ST Writer files. To create the folder, follow the instructions for Creating Folders in your ATARI 520ST Owner's Manual. Then, after invoking ST Writer and creating your file, press [Esc] to return to the main menu and select Save File by pressing the S key. At the prompt, first enter the drive identifier (A:, B:, or C:), then type a reverse slash (the key to the right of the [Return] key), then the folder name (TEXT), then another reverse slash, then the filename under which you wish to save the file (e.g. B:\TEXT\MYFILE.TXT). Thus, a path name is simply a filename with one or more folder names inserted, offset by reverse slash marks. To obtain a directory listing of the folder TEXT, select Index of Files from the main menu, select Screen or Printer, then at the prompt for Path name:, type B:\TEXT and [Return].

Since folders can contain folders, you can use more than one folder name in a path name. For instance, if the disk in drive B: contains a folder named LETTERS in the folder named TEXT, a path name to file MYFILE would resemble this: B:\TEXT\LETTERS\MYFILE.

PRINTER CONTROLS. If you do not have an Epson or Epson-compatible printer (including the ATARI SMM804), you can still format and print your ST Writer text files by entering the desired printer controls directly in your files.

Wherever you want to enter a printer control, first press [Control O], then type in the decimal equivalent of the appropriate code understood by your printer. For instance, to send a decimal code 15, type [Control O]15. Be sure to type a space after the number -- ST Writer uses this space as a delimiter. You should be able to find a listing of codes used by your printer in the manual that came with it. Note: when you enter a printer control code with [Control O] on a page, that entire page will be formatted by the code you enter.

PRINT FILE. You can print your text to the screen (see Print preview), to a disk file, to a serial printer or modem, or to a parallel printer. (Note: To print to a printer or modem connected to your computer's RS232 serial port, first use the Install Printer option from the GEM desktop Desk menu to set the Printer Port to Modem, -- see your 520ST Owner's Manual -- then print to the printer as usual.) To print a file, load it in memory if not already present, go to the ST Writer menu, and press P. ST Writer prompts, select: Printer, Disk, or Screen -- press the first letter of the desired output device. For further instructions on printing to the screen, see Print preview.

To print your file to a printer, press P. Note: If your printer supports proportional print and you wish to use this, you must first return to the GEM desktop and use the Install Printer option from the Desk menu to set Printer Type to Daisy. To send the formatted text to a disk file that you can later transmit to another computer or print out directly from the GEM desktop, press D. ST Writer prompts you for a file name and then sends the formatted text to that file.

The next prompt, Enter number of copies?, is followed by the number 1. Press [Return] to accept the default value of one copy. To print more than one copy, type the new number of copies, then press [Return].

Next ST Writer prompts Print whole document Y/N?. Type Y (or just press [Return]) to print the entire text, or type N to print a range of pages. If you press N, ST Writer asks you for the beginning page number with the prompt Enter first?. Press [Return] to accept the default value, page 1, or press [Backspace] once and type a new beginning page number and [Return]. Then at the prompt Enter last?, press [Return] to accept the default last page 999, or use [Backspace] to edit the entry.

Next, the message Searching for printer config file on disk appears in the Message Window and the disk drive spins momentarily. When this happens, ST Writer is looking for the file XYZZX.DAT on your default drive; the drive from which you loaded the ST Writer program. For further information on this file, see Printer Configuration File. Whether or not the printer configuration file is found, ST Writer then prints your file. To temporarily halt printing, press [Control S], and to resume, press any key. You can stop printing and return to the main

menu at any time by pressing the [Esc] key.

Hint: Printing your file to a disk file is a convenient way of creating documentation on disk for a program you've written. Users can show a file printed to disk on the screen or print it out from the GEM desktop by double-clicking the file's icon or filename. Type instructions for your program into ST Writer, then print the text to a file named README.DOC, then write "Show (print) README.DOC for instructions" on your disk label.

Print preview. This feature of ST Writer lets you examine a formatted text file on your monitor screen prior to printing it. You can use Print preview at any time while creating or editing a file.

For a print preview, press [Esc] from the editor to return to the ST Writer menu, then select Print File. At the prompt select: Printer, Disk, or Screen? press S for screen print. For directions for responding to the next prompt, Print whole document Y/N?, see Print File above. Next, ST Writer prints your formatted file to the screen, showing each page break with a dotted line across the screen width. To pause this screen print, press [Control S], then press any key to resume the listing. Return to the ST Writer menu any time by pressing [Esc].

PRINT STYLES. (fonts). ST Writer offers you a choice of sixteen combinations of print styles or fonts -- check the manual that came with your printer to see which ones your printer is capable of.

The default print style of ST Writer, represented by the 0 next to the inverse video G in the Print Formatting Block is Pica, or 10 characters per inch (CPI). To format your entire file for condensed print (16.7 CPI), change this value to 2. For bold print, change it to 1, and to print in italics, change it to 4. To print in Elite style, type 8 after the inverse video G.

To vary the print style within a file, position the cursor where you want a new print style to begin, press [Control G], and type in the value desired. You can add the above values to use more than one style at a time -- use this table:

CONTROL G CODE	STYLE
0	Pica
1	Bold
2	Condensed
4	Italics
8	Elite

To combine print styles, add the values for the required styles. For instance, to print Bold Elite, type [Control G]9, then a space, then the text. The print styles you select are not represented as such in Print preview.

PRINTER CONFIGURATION FILE. This is an auxiliary file named XYZZX.DAT that ST Writer looks for and reads, if available, each time you print a

file to a printer. The configuration file that comes on your ST Writer is set up for Epson printers and compatibles; however, a program and instructions to let you customize this file for other printers will be available for downloading from the Atari BBS (408-745-5308).

QUIT. Use this command to exit ST Writer and return to the GEM desktop. From the main menu press Q. If you have made any changes to your text file since the last time you saved it, ST Writer prompts Quit without saving file in memory?. Press Y or y to exit ST Writer, or any other key to return to the main menu.

RECEIVE FILE FROM 850. Use this function to transfer a file from an ATARI 400, 800, XL or current XE Computer using AtariWriter or AtariWriter Plus to your ST. You must have an ATARI 850 Interface Module connected to your 400, 800, XL or XE Computer in order to make this transfer.

A special cable called a "null modem cable" is required to connect the two computers. You probably will not be able to find such a cable ready-made -- you must either make it yourself or have it made for you. Most cities have stores that will custom-make a cable for a reasonable fee. To make the cable, obtain a female 25-pin connector for the ST end, a female 9-pin connector for the 850 end, and a length of cable with at least five wires. Connect these pins on the two connectors:

25-pin pin #	TO:	9-pin pin #
2		4
3		3
4		8
7		5
8		7

To transfer a file, first load AtariWriter or AtariWriter Plus and the file to be transferred into your ATARI 400, 800, XL or XE. Make sure that you have downloaded the RS232 handler from the 850 -- follow the instructions with your DOS manual. If using AtariWriter Plus, make sure your 850 Interface is connected and turned on before you load the program disk. Next, on your ST, run ST Writer. Connect the two computers with your cable. Next, press R on the ST keyboard to activate the Receive file from 850 command. Then press S on the other computer's keyboard to Save File. When prompted for DEVICE:FILENAME, enter R: and press [Return]. The file is then transferred to the ST Writer text buffer, where you see it appear. After the transfer is finished, it's a good idea to save the transferred file to disk for safekeeping before editing it.

SAVE BLOCK. After marking the beginning and end of a block of text with [Shift F5], you can save the marked block to a disk file. Mark the block, then press [Shift F8]. ST Writer prompts for a filename with: Save block as:. Enter a filename or Path name, then press [Return] to save the block on disk. You can merge this text with another file with the F8 key (see Merging text.) Hint: an easy way to delete the block markers after saving the block (20,000 bytes or less

only) is to press [F5] to delete the block, then [Undo] to restore it.

SAVE FILE. To store a text file on a diskette, select Save File from the ST Writer menu by pressing S. Insert a formatted disk in your disk drive (if you don't have a formatted disk on hand, you can have ST Writer format one for you -- see Format Disk.) Then type a filename (optionally including Path name -- see Path name), and press [Return].

If your file already has a filename associated with it (i.e. you previously loaded it from disk, rather than creating it from scratch), ST Writer prints out that name after the Save file: prompt. Simply press [Return] to save the file.

Important Note: In the latter case, or if the filename you have entered already exists on disk, ST Writer does not print a warning message in the Message Window. Therefore if you wish to retain an original copy of the document you are editing, save the edited version under a different filename.

SEARCH AND REPLACE. Use this feature of ST Writer to search for, replace, or delete any string of text up to 57 characters in length. On command, ST Writer executes a search from the current position of the cursor to the end or the beginning of a text file, in either direction.

There are four ways to search; Search Reverse, Search Forward, Replace, and Query Replace. To conduct a Forward Search, from the cursor position to the end of a file, press function key F6. ST Writer then prompts Forward search <Esc>: in the Message Window. Enter the character, word, or phrase you wish to find, then press the [Esc]. Using the [Esc] key as a terminator in the search phrase allows you to search for phrases that include the [Return] character. You can also search for other non-alphanumeric characters, including all [Control] key combinations. Pressing [Esc] activates the search, whereupon ST Writer moves the cursor to the first incidence of the sought phrase. If it does not appear in the text, the Message Window shows String was not found.

If found, to search again for the same phrase, press F6 again. The Forward search <Esc>: prompt reappears, followed by the last search phrase. Simply press [Esc] to search for that phrase. To search for a different phrase, press any key and the old search phrase is automatically deleted, making room for a new search phrase.

To search backwards in your file, press [Shift F6]. Reverse Search works identically to Forward Search, except that it searches from the cursor position to the beginning of the file, rather than to the end. Forward Search and Reverse Search use the same buffer for the search phrase.

If you want to replace the phrase you're searching for with a different phrase, use function key F7. Pressing F7 alone causes ST Writer to confirm each replacement operation with you, and [Shift F7] effects replacement of all occurrences of the sought phrase without verification, also known as global replace. After pressing either, ST

Writer prompts: (Query) Replace <Esc>:. Enter the search phrase (including presses of [Return], if applicable), then press the [Esc] key. Next, ST Writer prompts: With <Esc>:. Enter the phrase that is to replace the search phrase. For instance, you can use Replace to change the name John to Jack through your entire manuscript. If you have selected Query Replace, and the search phrase is found, the message window prompts: Type 'Y' to replace string:. Pressing Y replaces the phrase and moves the cursor forward to the next occurrence of the search phrase (if any). Pressing any other key does not perform the replacement, but still moves the cursor to the next incidence of the search phrase. Note that Replace and Query Replace search forward only from the cursor position.

Note: if, while entering a search or replace phrase, you decide not to make the search after all, press [Control K] to abort the process and return to editing your document.

If you press [Shift F7] for global replace, all incidences of the search phrase are automatically replaced by the replace phrase without query. This is a powerful command, and should be used carefully!

When entering a search phrase, you must type it exactly as it appears in your file. When the string is a single short word that might appear in your file as a part of longer words, it's a good idea to type in blank spaces before and after it. If you do this, though, include the same blank spaces in your replace phrase. And keep in mind that ST Writer will not recognize occurrences of such a search phrase that have punctuation marks immediately before or after them.

To halt a search-and-replace operation, press [Esc].

SECTION HEADINGS. Use this feature of ST Writer to number section and subsection headings in a multisection document. The easiest way to explain its use is with an example.

Say you're writing a text file about nutrition. In outline, it includes the following sections and subsections:

Fruits and vegetables
 Fruits
 Fresh fruits
 Preserves
 Vegetables
Dairy Products

To number each of these section and subsection headings when entering them in your file, press [Control U] and type the number of the section level, then the text of the heading and [Return]. In this case, Fruits and vegetables is the highest level of headings, so you type 1 after [Shift F8]. The section level for both Fruits and Vegetables is 2, and 3 for both Fresh fruits and Preserves. For Dairy products, you return to a section level of 1. You can specify section levels of 1 through 9. Wherever you enter a section heading command and number, ST Writer displays a European paragraph symbol followed by the section level number you've entered.

When it formats and prints your file, ST Writer numbers your section headings, raising the numbers for each occurrence of a section heading command at a given level. In other words, the section headings in your file on nutrition would be numbered as follows:

```
1 Fruits and vegetables
1.1 Fruits
1.1.1 Fresh fruits
1.1.2 Preserves
1.2 Vegetables
2 Dairy products
```

You should format your section headings according to your preferences. Add as many spaces between each section level number and heading as you want between the section number and heading. And use paragraph markers, center or block text right commands, and print style commands in combination with your section heading commands to format your headings the way you want them.

To reset your numbering of section headings -- say, in a large document where you want a numbered system of headings in each chapter -- press [Control U] and type the number 0. Then press [Control U] again and the desired level number when you enter your next heading.

SUBSCRIPTS AND SUPERSCRIPITS. Printed a half-line below or above the line, subscripts and superscripts are especially useful when you're writing about chemical or mathematical formulas or including footnote numbers in your text files. (Check the manual that came with your printer to see if it's capable of printing subscripts and superscripts.)

To specify a subscript, press function key F10 before typing the material to be subscripted and [Shift F10] after. To specify a superscript, press [Shift F10] before and F10 after the material to be superscripted.

ST Writer displays inverse video up and down arrows where these commands are entered. So the chemical formula for water would appear on your screen as H(down arrow)2(up arrow)O, and Einstein's famous Theory of Relativity as $E=mc^2$ (down arrow). If you wanted to use a superscript o as a degree symbol, the boiling point of water would appear as 212(up arrow)o(down arrow)F.

TABS. The series of arrows that appear every five spaces along the top of your Message Window each time you begin a work session with ST Writer are the default Tab settings of ST Writer. To remove any of the default Tab settings (or stops), first move your cursor to a Tab stop and press [Shift F4]. ST Writer prompts you to Type 'Y' to clear current tab stop: -- pressing Y clears the stop and removes its arrow from the Message Window. Conversely, to set a new Tab stop, simply position the cursor at the desired setting and press function key F4.

To clear all Tab stops, press [Control Tab], and to restore ST Writer's default tab stops, press [Shift Tab].

Here are some important facts to know about using Tabs. Using the Tab key alone always inserts spaces to the next Tab stop. To tab forward to the next stop without inserting spaces, press [Shift (right arrow)], and to tab backward to the previous tab stop, press [Shift (left arrow)]. Also, Tab settings are saved along with your text file; thus, you don't need to reset them each time you load and edit the file.

Tabs are perhaps most often used to create columns of numbers or words. In such applications, we highly recommend that you use ST Writer in TDS's medium or high resolution to take advantage of the 80-column screen for proper layout of your document.

UNDERLINING TEXT. To enter underlined text in a file, press [Shift F3] before typing in the text. An inverse video underline character appears. Press [Shift F3] again to return to ordinary text.

UPPER AND LOWERCASE CHARACTERS. To enter a single upper-case character, of course, you hold down the [Shift] key while typing the character. For all uppercase letters, press the [Caps Lock] key, whereupon the letter C appears in the right half of the message window, and press it again to return to all lowercase.

With ST Writer you can also change letters that you've already entered from lower to uppercase or vice versa. To do this, position the cursor on the letter you want to change and press function key F3. To change a series of characters, simply hold down the F3 key.

Formatting commands

Enter value, where appropriate, following command.

Bottom margin	Control B
Block text right	Control C Control C before each line, [Return] after
Center text	Control C before each line, [Return] after
Chain print files	Control V at bottom of file, followed by drive specifier and colon, if necessary, filename to be chained, and [Return]

Double-column printing:

2nd col. left margin	Control M
2nd col. right margin	Control N
Elongated print	Shift F9 before and after text
Form printing	F9 for each blank in form
Headers and footers	Control H for header, Control F for footer, then text and [Return] for each line
Justified and nonjustified margins	Control J and 1 (justified) or 0 (nonjustified)
Left margin	Control L
Line spacing	Control S
Merge files	F8
Page eject	Control E where page break is desired
Page length	Control Y (for continuous printout, set top and bottom margins at 0)
Page numbering	@ (Shift 2) if header or footer; for starting page number other than 1, Control Q after [Return] that concludes header

	or footer, then desired page number
Page wait	Control W
Paragraph Indentation	Control I
Paragraph spacing	Control D
Printer controls	Control O and decimal code
Print styles	
Pica	Control G and 0
Bold	Control G and 1
Condensed (16.7 CPI)	Control G and 2
Italics	Control G and 4
Elite	Control G and 8
To mix print styles, add the numbers that follow Control G. (Note: the number after Control G <u>must</u> be followed by a space.)	
Right margin	Control R
Section headings	Control U, section level number (1-9), heading text, and [Return]
Subscripts	F10 before, Shift F10 after
Superscripts	Shift F10 before, F10 after
Top margin	Control T
Cursor movement	
Up	(up arrow)
Down	(down arrow)
Left	(left arrow)
Right	(right arrow)
Beginning of line	Shift F2, or → Control (left arrow), or Control A

End of line	F2, or Control (right arrow), or Control Z
Top of file	Shift F1
Bottom of file	F1
Page up	Shift (up arrow)
Page down	Shift (down arrow)
Next Tab stop (inserts spaces) (no insert)	Tab Shift (right arrow), or Shift (left arrow)
Underline	
New or existing text	Shift F3 before and after text

Upper and lowercase characters

Switch between upper and lowercase	CapsLock
Change existing text to upper or lowercase	F3

Paragraphs

Begin paragraph	Control P
End paragraph	Return

Delete text

Character under cursor	Delete
Character to left of cursor	Backspace
To end of line	Shift Delete
To end of file	Control Delete
Entire file	Ctrl Home

Restore last line or block delete	Undo
Text blocks	Shift F5 to mark beginning and end of text block, then --
Delete block	F5
Duplicate block	Position cursor, then [Insert]. After initial duplication and before any line or block deletions, position cursor, then [Undo] to reduplicate block.
Move block	Position cursor, then [Shift Insert]
Save block	Shift F8, then enter filename
Search and replace	
Search forward	F6
Search reverse	Shift F6
Global replace	Shift F7
Query replace	F7
Tabs	
Clear all Tab stops	Control Tab
Restore default Tab stops	Shift Tab
Clear Tab stop at cursor	Shift F4
Set Tab stop at cursor	F4
Halt printing	Esc
Return to menu	Esc

This template can be cut out and taped above your function keys as a quick reference.

F1	F2	F3	F4	F5	F6
Top of File	Beginning of Line	Underline On/Off	Clear Tab Stop	Mark Block	Reverse Search
Bottom of File	End of Line	Uppercase Toggle	Set Tab Stop	Delete Block	Forward Search

F7	F8	F9	F10
Replace	Save Block	Elongated On/Off	Superscript [Shift]
Query Replace	Merge File	Form Character	Subscript

This template can be cut out and taped above your function keys as a quick reference.

F1	F2	F3	F4	F5	F6
Top of File	Beginning of Line	Underline On/Off	Clear Tab Stop	Mark Block	Reverse Search
Bottom of File	End of Line	Uppercase Toggle	Set Tab Stop	Delete Block	Forward Search

F7	F8	F9	F10	
Replace	Save Block	Elongated On/Off	Superscript	[Shift]
Query Replace	Merge File	Form Character	Subscript	